DCDS Reports

Batch Reports - C HR-410 - Detail Distribution

Purpose: The Distribution Detail report provides labor and equipment distribution detail according to requested

specifications. The minimum data required to be entered, is department, agency, and at least one available

element.

Frequency: As requested (Daily, Weekly, Monthly, Yearly)

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency

Media: The report is printed at the designated printer.

Retention: Per Department Policy.

Information: A. The Distribution Detail report is accessed through the Reports, \underline{B} atch, \underline{C} - Distribution Detail items on the

menu.

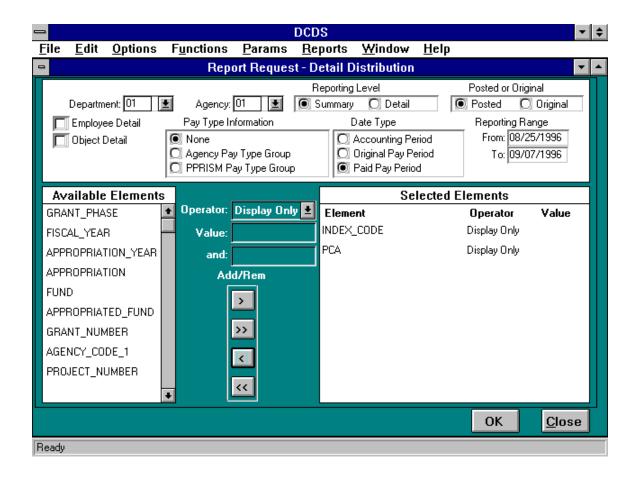
DCDS Reports

Information:
(Continued)

- B. The following detail may be displayed base on a user's selections:
 - Social Security Number (SSN/Warrant)
 - Pay Type Group (PYTG)
 - Object (OBJT)
 - Hours
 - Amount
- C. Based on the information selected to display, one of three possible reports will generate. The reports are:
 - HR410A Labor Distribution Detail by Accounting Period End Date
 - HR410B Labor Distribution Detail by Original Pay Period End Date
 - HR410C Labor Distribution Detail by Paid Pay Period End Date
- D. When requesting HR410A Detail by Accounting Period End Date, you must select the Posted radio button in the Posted or Original detail box because accounting periods are based on fiscal months and years not calendar months and years. The From and To Date Reporting Range entered must also be entered in a fiscal year format (i.e. October 1996 will be entered as 1/97).
- E. The Report Status screen provides the status of reports requested. A "P" displayed in the Status field indicates that the report is pending, a "C" means completed and an "F" means it failed. The Report Status screen can be accessed through the Reports, Batch, S Status Report items on the menu bar.

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Report Request Screen

To display the Report Request screen for Distribution Detail report, select the \underline{R} eports menu item from the Menu bar and click on the \underline{B} atch menu item. From the cascading menu, click on \underline{C} - Distribution Detail menu item.

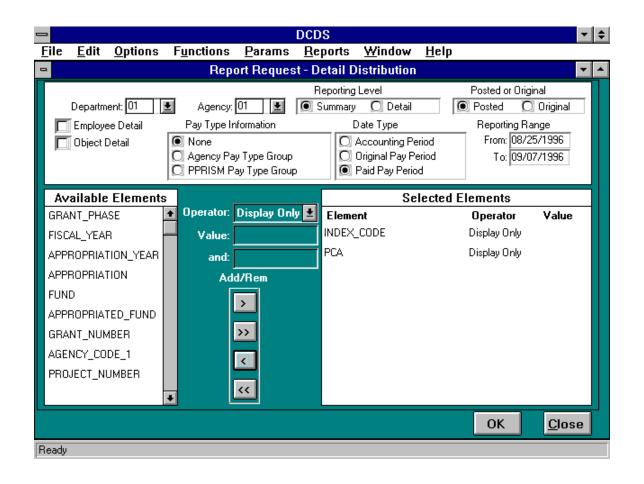
The Report Request screen displays when the menu items are selected. The Report Request screen allows users to enter the appropriate criteria in which to request the Detail Distribution Report. The following is selected:

Department/Agency - Select the appropriate department and agency.

Reporting Level - If the Summary radio button is selected, the information will be summed for the reporting range. If the Detail radio button is selected, the information will be displayed pay period by pay period.

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Report Request Screen

Posted or Original - If the Posted radio button is selected, then the information will be displayed as it was posted in R \star STARS. If the Original radio button is selected then the information will be displayed as it was sent from DCDS to R \star STARS before it posted in R \star STARS.

Employee Detail - If the box is checked, SSN detail column is displayed on the report (information will be displayed by SSN.) If the box is not checked, the SSN detail column will not display.

Object Detail - If the box is checked, Object Code (OBJT) detail column is displayed on the report (information will be displayed by Object Code.) If the box is not checked, the Object Code detail column will not display.

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Issue Date: March 26, 2001

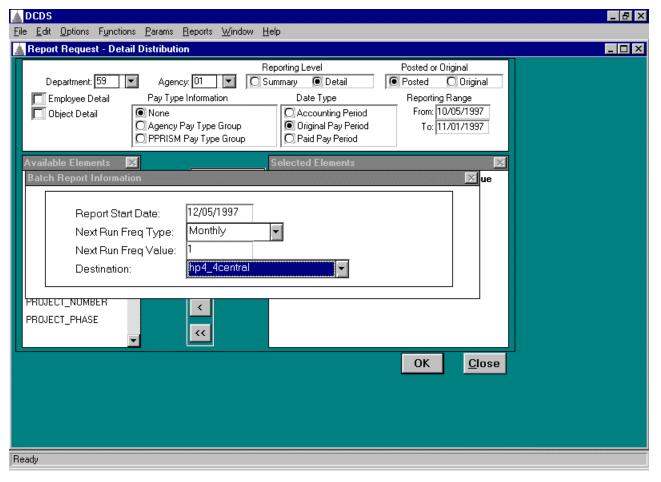
Report Request Screen

Pay Type Information - If the None radio button is selected, the paytype (PYTP) column is not displayed on the report. If the Agency Pay Type Group radio button is selected, the paytype (PYTP) column is displayed using Agency Pay Type Groups on the report. If the PPRISM Pay Type Group radio button is selected, the paytype (PYTP) column is displayed using PPRISM Pay Type Groups on the report.

Date Type - If the Accounting Period radio button is selected, then the information is displayed by accounting period (for example Accounting Period 1 is October 1 - October 31). If the Original Pay Period radio button is selected, then the information will be displayed for the original pay period. If the Paid Pay Period radio button is selected then the information will be displayed for the paid pay period. Note: For adjustments, the paid pay period will be different than the original pay period. These radio buttons allow you to compare original vs paid information.

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Report Request Screen

Reporting Range - Allows the entry of the date range for the report information.

Note: A Batch Report Information Window displays when the menu items are selected. Enter the appropriate fields (Next Run Freq Type, Next Run Freq Value and Destination) and then click the OK button.

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HR-410-A- Labor Distribution-Detail by Accounting Period

	ZA09410	Z01	2	HR – 410-A	MAIN HUMAN RESOURCE SYSTEM LABOR DISTRIBUTION – DETAIL BY ACCOUNTING PERIOD FROM: 09/01/1999 TO 08/18/2000			RUN DATE: 04/03/2000 PAGE 1
AGEN		STAT	SLATIVE TE LIBRARY JIBRARY OF	, MICHIGAN				DATE 09/1999
FYR	INDEX					SSN/WARRANT	HOURS	AMOUNT
1999	10020					030-30-5955 @	336.0	2,449.28
					*SSN SABIR, GRADY P	030-30-5955	336.0	2,449.28
	*INDEX	10020					336.0	2,449.28
1999	10380					030-30-1384 @	16.8	366.01
					*SSN CHAMBLISS, SERGIO E	030-30-1384	16.8	366.01
	*INDEX	10320					16.8	366.01

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DCDS Reports

HR-410-B - Labor Distribution - Detail by Original Pay Period End Date

	ZA09410Z01	2	HR – 410-B		RESOURCE SYSTEM			RUN DATE: 04/03/2000
				LABOR DISTRIBUTION – DETAIL BY ORIGINAL PAY PERIOD END DATE FROM: 09/01/1999 TO 08/18/2000				PAGE 1
AGEN		GISLATIVE ATE LIBRARY) LIBRARY OF M	MICHIGAN			Ol	RIGINAL PAY PERIOD E	ND DATE 09/14/1999
FYR	INDEX				SSN/WARRANT	OBJT	HOURS	AMOUNT
1999	10020				030-30-5955 @	3710 3885	56.0	1,823.92 26.63
1					<u> </u>	3895	56.0	394.70
						3945	56.0	149.83
						4075	56.0	13.71
						4105 4120	56.0 56.0	2.53 22.62
1						4125	56.0	15.34
				*SSN SABIR, GRADY P	030-30-5955		336.0	2,449.28
3710	56.0		1,823.92					
					@	3885		26.63
						3895	56.0	394.70
						3945 4075	56.0 56.0	149.83 13.71
						4075	56.0	2.53
						4120	56.0	22.62
						4125	56.0	15.34
							336.0	2,449.28

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HR-410-C - Labor Distribution - Detail by Paid Pay Period End Date

	ZA09410Z01	2	HR – 410-C	0-C MAIN HUMAN RESOURCE SYSTEM LABOR DISTRIBUTION – DETAIL BY PERIOD END DATE FROM: 09/01/1999 TO 08/18/2000				RUN DATE: 04/03/2000 PAGE 1
AGEN	CY : 03	LEGISLATIVE STATE LIBRARY 930 LIBRARY OF	MICHIGAN				PAY PERIOD E	ND DATE 09/14/1999
FYR	INDEX				SSN/WARRANT	OBJT	HOURS	AMOUNT
1999	10020				030-30-5955 @	3710 3885	56.0	1,823.92 26.63
					w	3895	56.0	394.70
						3945	56.0	149.83
						4075	56.0	13.71
						4105	56.0	2.53
						4120	56.0	22.62
						4125	56.0	15.34
				*SSN SABIR, GRADY P	030-30-5955		336.0	2,449.28
3710	56.0		1,823.92					
					@	3885		26.63
l						3895	56.0	394.70
						3945	56.0	149.83
						4075	56.0	13.71
						4105	56.0	2.53
						4120	56.0	22.62
						4125	56.0	15.34
							336.0	2,449.28